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18 JAN 1974

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MEMORANDUM FOR: Chief, Coordination Staff

DCI/IC -1248

SUBJECT: Terms of Reference and Instructions for  
the Coordination Staff

1. The Coordination Staff, in support of the D/DCI/IC and the IC staff, will:

a. Perform such non-scheduled tasks as are assigned to the D/DCI/IC which do not fall within the subject-matter purview of one of the IC Groups.

b. Prepare reports, briefings and replies to correspondence for which the IC staff has action but which involve the responsibilities of more than one IC Group. Where necessary, the Coordination Staff will organize intra-staff task groups to accomplish the required actions.

c. Provide support to the DCI in his role as Vice Chairman of the National Security Council Intelligence Committee (NSCIC).

d. Monitor legislative actions which affect the intelligence community, to include legislative proposals initiated by the DCI, other Executive departments, and the Congress.

e. Maintain liaison with the President's Foreign Intelligence Advisory Board (PFIAB) and other groups or agencies (other than OMB) which are external to the intelligence community but which study or become involved with intelligence activities and intelligence-related practices.

f. Prepare the following:

(1) The DCI's "Annual Report on Coordination of the U.S. Foreign Intelligence Effort."

(2) The annual "DCI's Perspective of the Intelligence Environment."

(3) Revisions and updates of the NSCIDs and DCIDs as necessary to improve the effectiveness of the intelligence community.

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(4) A monthly "Activities of the DCI Intelligence Community Staff" report for the USIB and IRAC participants.

g. Monitor the USIB-associated organizational structure to the end of proposing structural improvements.

h. Support the DCI in execution of his responsibilities relating to community aspects of intelligence liaison with foreign governments.

2. In furtherance of the foregoing, I expect the Coordination Staff to devote particular attention to these specific already-assigned tasks:

a. With the Joint Chiefs of Staff, review tactical and national intelligence resources to identify the assets, the areas in which mutual support is possible, any shortfalls or unnecessary redundancies, and, based on the review, formulate recommendations to insure national and military operational needs are met.

b. Maintain liaison with the Murphy Commission and support the DCI in his inputs to this commission.

c. Establish a Management Information and Control System with an associated Center to facilitate the direction of the ICS efforts.

d. Provide the chairman and necessary secretarial support for revision of the Attachment to DCID 1/2, pointing toward submission of the document applicable to FY 1976-80 to the USIB in December 1974.

e. Monitor progress on the redraft of DCID 1/11, "Security Committee," and establishment of the permanent Security Committee staff for which the DCID provides.

f. Prepare, or have prepared, necessary agenda item papers and backup briefing papers for DCI use in connection with forthcoming meeting of the NSCIC

Daniel O. Graham  
Major General, USA  
D/DCI/IC

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